

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT RICHARDSON
FORT RICHARDSON, ALASKA 99505-6000

USAG-FRA Pamphlet 25-4

23 July 2009

Information Management

Publication Account and Ordering Blank Forms

Summary. This pamphlet covers procedures for setting up publication accounts and ordering blank forms, within United States Army Garrison Fort Richardson (USAG-FRA), and United States Army Alaska (USARAK) from the Directorate of Human Resources (DHR) Publications and Blank Forms Stockroom at Fort Richardson.

Applicability. This pamphlet applies to United States Army Alaska (USARAK) units and activities and all other activities, organizations, and agencies located at or in the geographical areas of Fort Richardson.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Human Resources (DHR) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This pamphlet's proponent agency is the DHR, Administrative Services Division, Publications Branch. The Publications Branch invites users to send comments and suggested improvements on a Department of the Army Form (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the USAG-FRA Publications and Blanks Forms Stockroom, Attention: IMPC-FRA-HRS.

DISTRIBUTION. This regulation is distributed solely through the USARAK homepage:
<http://www.usarak.army.mil/publications/>

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1-1. Purpose

This pamphlet establishes the procedures for setting up publication account, and ordering blank forms from the Fort Richardson stockroom. The pamphlet does not cover any procedures for ordering DA publications from the United States Army Publications Agency (USAPA) in Saint Louis, Missouri. Information about ordering DA publications can be obtained from DA Pamphlet 25-30, DA Pamphlet 25-33, and from the USAPA website www.usapa.army.mil.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this pamphlet are explained in the glossary.

1-4. Records Management

Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS), and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website <http://www.arims.army.mil>.

1-5. Administrative Responsibilities

- a. The DHR is responsible for establishing a program to make blank forms and command publications available to supported units that are unavailable on the World Wide Web or compact disk.
- b. The USAG-FRA Publications Control Officer is responsible for operating the Publications and Blank Forms Stockroom, and assisting units and activities in filling their blank forms and publications needs.
- c. Personnel ordering forms and publications will ensure that requisitions are completed and submitted properly, according to the instructions in this pamphlet.

1-6. General

- a. The DHR operates the Publications and Blank Forms Stockroom on Fort Richardson in Building 800, Door 13, Room 20. The telephone number is 384-2900. The stockroom at Fort Richardson supplies blank forms listed in DA Pamphlet 25-30 that are unavailable on the World Wide Web or internet/intranet.
- b. The DHR Publications and Blank Forms Stockroom no longer prints or stocks USARAK, USARPAC, and higher echelon publications, forms, certificates, folders, letterhead, and posters. Current stock will be issued until exhausted. If hard copies of these publications or forms are needed, it is the unit's or organizations financial responsibility to have these printed at the Document Automation and Production Service. The majority of these products are available on the World Wide Web at the addresses listed below. The Publications and Blank Forms Stockroom will continue to stock DA, Defense Department (DD), Standard Form (SF), and Optional Form (OF) forms that are available through supply channels at no cost .

(1) USAG-FRA and USARAK: http://www.usarak.army.mil/publications/USARAK_Forms.htm

(2) USARPAC: <https://516sigbde.pac.army.mil/eLibrary/>

(3) DA Forms, SF, OF, DD Forms, Service members Group Life-Insurance/Veterans Administration (SGLV) forms: <http://www.army.mil/usapa/>

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c. The Publications and Blank Forms Stockroom **does not stock** Army regulations (ARs), field manuals (FMs), technical manuals (TMs), Army training and evaluation reports (ARTEPs), UPDATE handbooks, Soldier Training Publications (STPs), or any other **publication** listed in DA Pamphlet 25-30. Forms that are designated for specific use by a unit (such as Medical Department Activity (MEDDAC) forms, United States Army Garrison-Fort Richardson, Alaska (USAG-FRA) are not stocked.

1-7. Ordering procedures

AR 25-30 authorizes commanders to maintain a 60-day maximum supply of blank forms on hand within the organization. Stockpiling forms is not authorized. Anyone needing forms or publications may submit a request to the Publications and Blanks Forms Stockroom at any time.

a. Forms and publications are available on a walk-in basis at Fort Richardson. A completed DA Form 17 (Order for Blank Forms) will be presented at the customer desk. All attempts will be made to complete the order while the customer waits. There is a drop box on the Publications and Blank Forms Stockroom door for leaving orders brought after customer hours or when the Publications and Blanks Forms Stockroom is closed.

b. Orders can be submitted by facsimile machine. The number is 384-7124. Orders can be submitted at any time, the machine is operational 24 hours each day.

c. Orders can be submitted through Official Mail and Distribution, in Building 724, on Postal Service Loop Road, using the address below:

BLANK FORMS STOCKROOM
FORT RICHARDSON, ALASKA 99505-4900

d. Orders can be also taken or delivered to Building 800, Door 13, Room 20, on Fort Richardson.

1-8. Using DA Form 17 (See Figure 1)

Order forms and publications from the Publications and Blank Forms Stockroom using DA Form 17. This form is available at the stockroom and is also available on Army Electronic Publications and Forms web site (<http://www.army.mil/usapa/>). An account number is required for ordering Blank Forms and Publications. Complete Block 1-8 and provide signature. The requisition does not have to be typed, but please print legibly. Do not write anything in Blocks 10 through 17. These are for use by stockroom personnel.

a. A copy of the DA Form 17 will be returned with your order showing the quantities mailed, the quantities on order if the form is not in stock, and any specific reason why the item you requested could not be supplied to you. Keep this copy in your files for reference.

b. List blank forms and publications by category and in ascending numeric order. (Example: DA Form 1, DA Form 2407, DA Form 3955, DD Form 1574, DD Form 1577, SF 600, SF 610, etc.).

c. In Block 7d, indicate the total number of forms you require for each form you are ordering. Do not be concerned with how many forms come in a "pack." That has no bearing on how many forms you will need. You are not ordering packs or packages of forms; you are ordering individual forms. Do not assume there are 100 forms in a pack or package and write "1" in Block 7d. If you write "1," you will be sent one form. If you want 100 forms, write "100" in Block 7d. If you want 50 forms, write "50" in Block 7d, etc.

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1-9. Completed orders

Completed orders will be sent through Official Mail and Distribution using the address you indicate in Block 6 on the DA Form 17. This takes 1 to 2 days. If you have not received your forms/publications within 2 weeks from the date you submitted the order, contact the stockroom personnel at 384-2900. Customers at Fort Richardson who want to pick up their order can do so. Indicate "Will Pick Up" in Block 6.

a. Accountable forms will have a DA Form 410 (Receipt for Accountable Form) included with the order. The DA Form 410 must be signed by the individual who ordered the forms and returned to the Fort Richardson stockroom no later than 10 days after receipt of the forms. Failure to return the DA Form 410 will result in the shipment having to be investigated for possible fraud or loss. Fort Richardson customers must complete the DA Form 410 at the stockroom before receiving the forms.

b. When the order is received, review the enclosed DA Form 17. The form may have comments or changes to your order. The abbreviations or notations below are used when an order has been changed or an item cannot be supplied. These might aid in determining what was wrong with the order.

(1) *Not Shown in the Catalog*. Stockroom personnel have looked for the item in the indexes of forms/publications and cannot find it. Check the ordering source to see if the item number or name is correct. Is it a DD form instead of a DA form? Were the numbers reversed? Was it perhaps a circular instead of a regulation?

(2) *OBS*. This indicates the item is obsolete or has been rescinded. If the catalog indicates a replacement, the new item will be issued and noted on the order. Order the new form or publication in the future. Do not continue to order the obsolete item.

(3) *On Order*. Presently no stock is available, but the item is on order. When the item is received from the printing source/supplier, your order will be completed and a copy of your original DA Form 17 will be sent with the item. Do not continue to order the item. When you received the shipment, you will know the item is back in stock.

(4) *Not Stocked (EMO)*. The form/publication is no longer supplied by the stockroom and is available in electronic media only. Units/activities are responsible for funding printing costs at the Document Automation and Production Service to have the item reproduced and stocked, or the item may be downloaded for use. These web sites can be used to locate and download a copy of the form/ publication for printing:

(a) USAG-FRA and USARAK forms and publications: <http://www.usarak.army.mil/publications/>

(b) USARPAC forms and publications: <https://516sigbde.pac.army.mil/eLibrary/>

(c) DA/SF/OF/DD/SGLV forms: <http://www.army.mil/usapa/>

(5) *Not Stocked (NS) Local Reproduction Authorized (LRA)*. This indicates the form is not stocked or handled at the Fort Richardson stockroom. If the form is an LRA form or what is referred to as "-R (dash R) form (such as DA Form 5800-R), the item can be printed at the Document Automation Production Service. You must obtain a suitable, original copy of the form. Forms can be obtained from the prescribing directive shown in DA Pamphlet 25-30 for that form (in this instance, AR 37-104-10 is the prescribing directive for DA Form 5800-R). The form might also be available on the disk of electronic forms furnished with DA Pamphlet 25-30 or available at the USAPA web site. The unit will be responsible for printing cost funding at the Document Automation Production Service to obtain a supply of these forms.

(6) *S&I see DA Pam 25-30*. This indicates the item is stocked and issued (S&I) by a specific organization. The address for ordering the form is shown in DA Pamphlet 25-30 on the full-record view of the catalog item you are looking for. Submit the request to that organization.

1-10. Administrative files

All documents pertaining to your unit's account must be filed in accordance with AR 25-400-2 The Army Record Information Management System (ARIMS) procedures. The file numbers below are recommended, but not limited to, files to be used for your account administration.

- a. 1jj. Reference publications.
- b. 25-30n. Accountable form receipts and issue. Use this file for any DA Forms 410 you receive.
- c. 25-30hh. Publication and form requisition. Use for filing completed DA Form 17.
- d. 25-30jj. Publication stock record cards. Use this file for tracking quantities of forms and publications received and issued.
- e. 25-30qq. Publication history and stock usage files. Use this file as an aid in determining which section requires specific forms and publications.

DA FORM 17, OCT 1979 EDITION OF 1 JAN 70 IS OBSOLETE. APD PE v3.00ES

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1-11. Establishing and Maintaining a Publications Account

The USAG-FRA supports Active Army units, and DOD organizations. These organizations establish accounts by submitting to our office a DA Form 12-R, Request for Establishment of a Publications Account. DA Pam 25-33 (para 2-1) further discusses who is authorized a publication account. DA Form 12-R is available at <http://www.army.mil/usapa/>.

Fax completed DA Form 12-R (and additional forms, if applicable) to:

FAX: DSN 317-384-7124 (CIV 907-384-7124)

If fax is unavailable, mail completed DA Form 12-R (and additional forms, if applicable) to:

Blank Form Stockroom
724 Postal Loop #4900
Fort Richardson, Alaska 99505-4900

The DA Form 12-R will be reviewed by USAPDCE Customer Service within 24 hours of receipt. The publication manager will be notified of account information by email, and should be able to order forms and publications within seven working days.

1-12. Completing DA Form 12-R for Initial Account Request (See Figure 2)

Block 1: Leave blank

Block 2: Enter today's date

Block 3: Select "INITIAL"

Block 4: Enter unit (physical) mailing address per ADDRESS FORMAT:

FIRST LINE: Name of office, organization name
SECOND LINE: Attention line, office symbol
THIRD LINE: Unit number and physical street address
FOURTH LINE: zip code + four

• **Block 5** Enter:

USAG-FRA
Blank Form Stockroom
724 Postal Loop #4900
Fort Richardson, Alaska 99505-4900

• **Block 6** (To): DOL Media Distribution Division:

USA Publications Distribution Center
1655 Woodson Road
St Louis MO 63114-6181
314-592-0920 (or DSN 892)
PubAccounts@usapadof.army.

Block 7a:

• Only "Publications" should be selected

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Block 7b: Use for:

- Primary publication manager's official email address (e.g. AKO)
- If applicable, alternate publication manager's information (rank, name, telephone number, official email address)
- Additional comments

Block 8a: Select component type

Block 8b-g: As applicable to component (helps eliminate duplicate accounts)

Block 9a-c: Enter primary publication manager's information

Block 10: As appropriate

Block 11a-c:

- Leave blank for "Unclassified"
- Security officer's signature required for "Confidential" or "Secret"

Block 12a-b: Leave blank

Block 13a-c: Commander's signature block

Block 14b: For USAG-FRA Publications Control Officer

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT <small>For use of this form, see DA PAM 25-33; the proponent agency is ODISC4</small>		
1. ACCOUNT NUMBER Leave Blank	2. DATE Today's date	3. TYPE OF SUBMISSION a. <input checked="" type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSE
4. FROM <i>(Include nine-digit ZIP Code)</i> First Line: Name of office, org. name Second Line: Office Symbol Third Line: Unit number and physical street address Fourth Line: zip code + four	5. THRU <i>(Include nine-digit ZIP Code)</i> Blank Form Stockroom 724 Postal Loop #4900 Fort Richardson, Alaska 99505-4900	6. TO USA Publications Distribution Center 1655 Woodson Road St Louis MO 63114-6181 314-592-0920 (or DSN 892) PubAccounts@usapadof.army.
SECTION I - GENERAL		
7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE: <input checked="" type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS <input type="checkbox"/> TEST MATERIAL <i>(see para 2-5, DA PAM 25-33)</i>		
7b. JUSTIFICATION FOR BLANK FORMS <i>(Use a separate sheet of paper if more space is needed.)</i> Primary publication manager's official email address (e.g. AKO) If applicable, alternate publication manager's information (rank, name, telephone number, official email address)		
8. UNIT DESCRIPTION DATA <i>(FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)</i>		
a. Component <i>(Contractors must complete Block 8e and/or 8f.)</i> <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> Army Reserve <input type="checkbox"/> National Guard <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> DOD Activity <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
b. TOE Number or TDA Number <i>(Army Only)</i> If Applicable		e. Commercial and Government Entity (CAGE) Code <i>(Contractors) If Applicable</i>
c. Unit Identification Code (UIC) <i>(Army Users)</i> If Applicable		f. Contract Number <i>(if applicable)</i> If Applicable
d. Military Assistance Program Address Code <i>(FMS Users)</i> If Applicable		g. DOD Activity Address Code <i>(Non-Army Users) or Navy UIC</i> If Applicable
9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:		
a. Typed Name, Grade and Title Primary Publication Manager's Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
SECTION II - ACCOUNT CLASSIFICATION LEVEL		
10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:		
a. Typed Name, Grade and Title Leave blank for "Unclassified" Security Officer's Sig. required "Con. or Secret"	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
SECTION III - CHANGE OF ADDRESS		
12a. OLD ADDRESS <i>(Include 9-digit Zip Code)</i> Leave blank	b. NEW ADDRESS <i>(Include 9-digit Zip Code)</i> Leave blank Effective Date:	
SECTION IV - AUTHENTICATING OFFICIALS		
13a. Typed Name, Grade and Title of Commander Commander's Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
14a. Typed Name, Grade and Title of PCO/PSM Publications Control Officer Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number

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Figure 2. United States Army DA Form 12-R

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1-13. Completing DA Form 12-R for Change to Account (See Figure 3)

Block 1: Enter account number

Block 2: Enter today's date

Block 3: Select "CHANGE"

Block 4: Enter unit mailing address per ADDRESS FORMAT:

FIRST LINE: Name of office, organization name

SECOND LINE: Attention line, office symbol

THIRD LINE: Unit number and physical street address

FOURTH LINE: zip code + four

• **Block 5** (Thru): USAG-FRA

Blank Form Stockroom

724 Postal Loop #4900

Fort Richardson, Alaska 99505-4900

• **Block 6** (To): Media Distribution Division

USA Publications Distribution Center

1655 Woodson Road

St Louis MO 63114-6181

314-592-0920 (or DSN 892)

PubAccounts@usapadof.army.

Block 7b: Use for:

- Additional comments
- Primary publication manager's official email address (e.g. AKO)
- If applicable, alternate publication manager's information (rank, name, telephone number, official email address)

Block 8: As applicable to component (Contractors must also submit a DA Form 4790 if contract number or expiration date has changed)

Block 9a-c: Enter primary publication manager's information

Block 10: As appropriate

Block 11a-c:

- Leave blank for "Unclassified"
- Security officer's signature required for "Confidential" or "Secret"

Block 12a-b: Complete *if* changing unit mailing address

Block 13a-c: Commander's signature block

Block 14b: For USAG-FRA Publications Control Officer

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT <small>For use of this form, see DA PAM 25-33; the proponent agency is ODISC4</small>		
1. ACCOUNT NUMBER Account Number	2. DATE Today's date	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input checked="" type="checkbox"/> CHANGE c. <input type="checkbox"/> CLOSE
4. FROM <i>(Include nine-digit ZIP Code)</i> First Line: Name of office, org. name Second Line: Office Symbol Third Line: Unit number and physical street address Fourth Line: zip code + four	5. THRU <i>(Include nine-digit ZIP Code)</i> Blank Form Stockroom 724 Postal Loop #4900 Fort Richardson, Alaska 99505-4900	6. TO USA Publications Distribution Center 1655 Woodson Road St Louis MO 63114-6181 314-592-0920 (or DSN 892) PubAccounts@usapadof.army.
SECTION I - GENERAL		
7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE: <input checked="" type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS <input type="checkbox"/> TEST MATERIAL <i>(see para 2-5, DA PAM 25-33)</i>		
7b. JUSTIFICATION FOR BLANK FORMS <i>(Use a separate sheet of paper if more space is needed.)</i> Primary publication manager's official email address (e.g. AKO) If applicable, alternate publication manager's information (rank, name, telephone number, official email address)		
8. UNIT DESCRIPTION DATA <i>(FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)</i>		
a. Component <i>(Contractors must complete Block 8e and/or 8f.)</i> <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> Army Reserve <input type="checkbox"/> National Guard <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> DOD Activity <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
b. TOE Number or TDA Number <i>(Army Only)</i> If Applicable		e. Commercial and Government Entity (CAGE) Code <i>(Contractors) If Applicable</i>
c. Unit Identification Code (UIC) <i>(Army Users)</i> If Applicable		f. Contract Number <i>(if applicable)</i> If Applicable
d. Military Assistance Program Address Code <i>(FMS Users)</i> If Applicable		g. DOD Activity Address Code <i>(Non-Army Users) or Navy UIC</i> If Applicable
9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:		
a. Typed Name, Grade and Title Primary Publication Manager's Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
SECTION II - ACCOUNT CLASSIFICATION LEVEL		
10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:		
a. Typed Name, Grade and Title Leave blank for "Unclassified" Security Officer's Sig. required "Con. or Secret"	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
SECTION III - CHANGE OF ADDRESS		
12a. OLD ADDRESS <i>(Include 9-digit Zip Code)</i> First Line: Name of office, org. name Second Line: Office symbol Third Line: Unit number and physical street address Fourth Line: zip code + four	b. NEW ADDRESS <i>(Include 9-digit Zip Code)</i> First Line: Name of office, org. name Second Line: Office Symbol Third Line: Unit number and physical street address Fourth Line: zip code + four Effective Date:	
SECTION IV - AUTHENTICATING OFFICIALS		
13a. Typed Name, Grade and Title of Commander Commander's Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
14a. Typed Name, Grade and Title of PCO/PSM Publications Control Officer Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number

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Figure 3. United States Army DA Form 12-R (Change)

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1-14. Completing DA Form 12-R for Closure of Account (See Figure 4)

Block 1: Enter account number

Block 2: Enter today's date

Block 3: Select "CLOSE"

Block 4: Enter unit mailing address per ADDRESS FORMAT:

FIRST LINE: Name of office, organization name

SECOND LINE: Attention line, office symbol

THIRD LINE: Unit number and physical street address

FOURTH LINE: zip code + four

• **Block 5** (Thru) USAG-FRA

Blank Form Stockroom

724 Postal Loop #4900

Fort Richardson, Alaska 99505-4900

• **Block 6** (To): Media Distribution Division

USA Publications Distribution Center

1655 Woodson Road

St Louis MO 63114-6181

314-592-0920 or (DSN 892)

PubAccounts@usapadof.army.mil

Block 7b: Enter reason for closure (e.g. deactivation, redeployment)

Block 8: As applicable to component (information, i.e. UIC, helps us locate account record)

Block 13a-c: Commander's signature block

Block 14b: For USAG-FRA Publications Control Officer

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REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT <small>For use of this form, see DA PAM 25-33; the proponent agency is ODISC4</small>		
1. ACCOUNT NUMBER Account Number	2. DATE Today's date	3. TYPE OF SUBMISSION a. <input type="checkbox"/> INITIAL b. <input type="checkbox"/> CHANGE c. <input checked="" type="checkbox"/> CLOSE
4. FROM <i>(Include nine-digit ZIP Code)</i> First Line: Name of office, org. name Second Line: Office Symbol Third Line: Unit number and physical street address Fourth Line: zip code + four	5. THRU <i>(Include nine-digit ZIP Code)</i> Blank Form Stockroom 724 Postal Loop #4900 Fort Richardson, Alaska 99505-4900	6. TO USA Publications Distribution Center 1655 Woodson Road St Louis MO 63114-6181 314-592-0920 (or DSN 892) PubAccounts@usapadof.army.
SECTION I - GENERAL		
7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE: <input checked="" type="checkbox"/> PUBLICATIONS <input type="checkbox"/> BLANK FORMS <input type="checkbox"/> TEST MATERIAL <i>(see para 2-5, DA PAM 25-33)</i>		
7b. JUSTIFICATION FOR BLANK FORMS <i>(Use a separate sheet of paper if more space is needed.)</i> Primary publication manager's official email address (e.g. AKO) Reason for closure of account (e.g. deactivation, redeployment)		
8. UNIT DESCRIPTION DATA <i>(FAILURE TO COMPLETE THIS BLOCK WILL RESULT IN YOUR REQUEST BEING RETURNED.)</i>		
a. Component <i>(Contractors must complete Block 8e and/or 8f.)</i> <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> Army Reserve <input type="checkbox"/> National Guard <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> DOD Activity <input type="checkbox"/> Contractor <input type="checkbox"/> Other		
b. TOE Number or TDA Number <i>(Army Only)</i> If Applicable		e. Commercial and Government Entity (CAGE) Code <i>(Contractors) If Applicable</i>
c. Unit Identification Code (UIC) <i>(Army Users)</i> If Applicable		f. Contract Number <i>(if applicable)</i> If Applicable
d. Military Assistance Program Address Code <i>(FMS Users)</i> If Applicable		g. DOD Activity Address Code <i>(Non-Army Users) or Navy UIC</i> If Applicable
9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:		
a. Typed Name, Grade and Title Primary Publication Manager's Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
SECTION II - ACCOUNT CLASSIFICATION LEVEL		
10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
11. THIS ORGANIZATION HAS ADEQUATE EQUIPMENT AND PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL ACCORDING TO THE CLASSIFICATION REQUESTED FOR THIS ACCOUNT. IF CLASSIFIED SERVICE IS APPROVED, THE SECURITY OFFICER WILL BE:		
a. Typed Name, Grade and Title Leave blank for closure	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> N/A
SECTION III - CHANGE OF ADDRESS		
12a. OLD ADDRESS <i>(Include 9-digit Zip Code)</i> Leave blank	b. NEW ADDRESS <i>(Include 9-digit Zip Code)</i> Leave Blank Effective Date:	
SECTION IV - AUTHENTICATING OFFICIALS		
13a. Typed Name, Grade and Title of Commander Commander's Information	b. Signature	c. Telephone Number <i>(DSN and Commercial)</i> Telephone Number
14a. Typed Name, Grade and Title of PCO/PSM Publications Control Officer Information	b. Signature	C. Telephone Number <i>(DSN and Commercial)</i> Telephone Number

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APD PE v2.01ES

Figure 4. United States Army DA Form 12-R (Close)

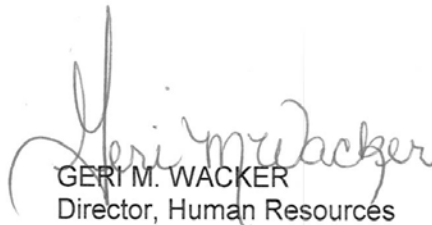
1-15. Internal distribution

To determine how many forms are required for a 60-day supply and to eliminate stockpiling forms that are seldom used, an internal control/distribution system should be established. Stock cards or 3-inch-by-5-inch cards can be used for each form. Record the date and quantity received, date and quantity issued, and to whom they were issued. After a few months you will be able to determine how many copies of a specific form are really required and whether you need to increase or decrease the quantities ordered for each form.

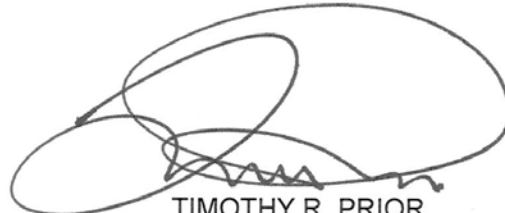
1-16. Field or training exercises

Units that have exercises or go to field training missions may want to set aside files or boxes that contain forms used while training. These forms should be completely separate from the normal 60-day supply. Have enough forms on hand to last the entire exercise. If alerted, the forms will be readily available and there will be no need to hastily prepare DA Form 17 and gather required supplies of forms. After the training mission, immediately replace the forms that were used.

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**Appendix A
References**

**Section I
Required Publications**

DA Pamphlet 25-30.....Consolidated Index of Army Publications and Blank Forms

USARAK Pamphlet 25-1United States Army Alaska Administrative Publication Index

USARPAC Pamphlet 25-30Index of USARPAC Administrative Publications

DA Pamphlet 25-33.....User's Guide for Army Publications and Forms

**Section II
Related Publications**

Related publications are sources of additional information. It is recommended the user have these on hand to effectively manage the unit forms and publications account with the Fort Richardson stockroom.

AR 25-30The Army Integrated Publishing and Printing Program

AR 25-400-2.....The Army Records Information Management System (ARIMS)

**Section III
Prescribed Form**

DA Form 17Requisition for Publications and Blank Forms

DA Form 12-R.....Request for Establishment of a Publication Account.

**Section IV
Referenced Forms**

DA Form 410.....Receipt for Accountable Form

DA Form 2028.....Recommended Changes to Publications and Blank Forms

***USAG-FRA Pamphlet 25-4**

Glossary

AR	Army Regulation
ARIMS.....	The Army Records Information Management System
ARTEP	Army training and evaluation report
CDROM.....	compact disc, read-only memory
DA	Department of the Army
DD	Department of Defense
DHR.....	Directorate of Human Resources
EMO	electronic media only
FM	field manual
LRA	local reproduction authorized
MARKS.....	Modern Army Recordkeeping System
MEDDAC.....	Medical Department Activity
MWR	Morale, Welfare, and Recreation
NS	not stocked
OBS.....	obsolete
OF	optional form
S&I.....	stocked and issued
SF.....	standard form
SGLV	Servicemembers Group Life-Insurance/Veterans Administration
STP	soldier training publication
TM.....	technical manual
USAG.....	United States Army Garrison
USAPA	United States Army Publishing Agency
USARAK.....	United States Army Alaska
USARPAC	United States Army Pacific